

Duties of the Area Directors

1. Serve as the area director for two years. (The rotation schedule is listed in the by-laws)
2. Attend Professional Development Conference. Board meetings will immediately precede conference.
3. Attend spring THOA, Inc. Executive Board meetings (held in or near city where the next summer Professional Development Conference will be held)
4. Attend the Area meeting at the summer Professional Development Conference (PDC)and complete the following:
 - Assign THOA, Inc. members conference duties
 - Obtain area nominations for:
 1. Health Science (HS) Teacher of the Year and
 2. Outstanding New Health Science (HS) Teacher.
 - Announce nomination information for:
 1. Outstanding Service Award
 2. Outstanding Health Science (HS) Educator (Guidelines in policy & procedure manual)
 - Be available to conduct interviews for outstanding teachers. Announce time and place interviews will be held. Hand out application form. Nominees must be able to complete a dossier (Guidelines will be provided) and attend the Region IV ACTE conference (at own or school expense).
 - Promote THOA membership
5. Encourage THOA members to run for an executive office: President-Elect, Secretary, Treasurer-Elect, Area Director.
6. Elect Area Director for THOA Board of Directors(even-numbered areas in even years, odd-numbered areas in odd years).
7. Report to the president-elect if necessary to be absent and send board report to the president-elect.
8. Complete written report on the THOA activities or progress in your area at the THOA, Inc. Executive Board meetings.
9. Serve as committee member or chair for the various committees if requested to do so.
10. Be available to prepare the teacher registration packets at the board meeting before the PDC begins.
11. Pass the notebook and/or zip drive to the next area director. The outgoing director will explain the duties to the incoming director.

Board members are required to attend all board meetings unless there are extenuating circumstances, which will be reviewed by the board. Board members should make arrangements for their duties to be carried forward. Notify the President if unable to attend a board meeting as soon as possible.